

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, January 18, 2005

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 18, 2005, with the following members present: Dennis Falken, Donald Larson, Deanna Santema, and Emil Klavetter. Mary Negstad was gone for personal reasons. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Trish Sterud, Robert Hill, Todd Struwe, Ted Eggebraaten, Joyce Dragseth, Vicki Buseth, Stacy Steffensen, Martin Stanwick, Robb Loomis, Brian Eclov, and Jill Fier.

CALL TO ORDER

Chairperson Falken called the meeting to order.

CONSENT AGENDA

Chairperson Falken declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the January 18, 2005 Commission Meeting, and the minutes from the January 11, 2005 Commission Meeting. Travel/Education: Department Heads to go to Pierre, SD on January 26-28, 2005 to attend County Day. Robert Hill and Jim Hagedorn to go to Watertown, SD on January 27, 2005 to attend the GIS Training/Demo Day. Ted Eggebraaten to go to Bismark, ND on April 16-21, 2005 to attend the NACE Conference. Stacy Steffensen to go to Pierre, SD on January 27-28, 2005 to attend the Election Voting Vendor Fair.

ROUTINE BUSINESS

Community Health Nurse, Trish Sterud met with the board to discuss and distribute the 4th Quarter Report for 2004.

Zoning and Drainage Director, Robert Hill met with the board to distribute the Building Permit Report for December 2004.

Highway Superintendent, Ted Eggebraaten met with the board to discuss Highway matters and to present Resolution # 05-05 for approval.

Motion by Klavetter, seconded by Larson, to approve and authorize Chairperson Falken to sign Resolution # 05-05. A Resolution to Delete a Bridge from NBIS. Roll Call Vote: Larson "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Resolution #05-05

A RESOLUTION TO DELETE BRIDGE FROM NBIS

The Brookings County Board of Commissioners is in agreement with SDDOT that the following structure(s) should be deleted from the National Bridge Inventory System (NBIS) for the following reason(s):

STRUCTURE ID, LOCATION and REASON FOR DELETION:

06-250-224

3.0 miles East and 4.4 miles South of Aurora, SD

Structure replaced with pipes that no longer meet NBIS criteria.

The Commission is aware of the following stipulations once a structure is deleted from the NBIS Inventory:

1. Federal Bridge funds will not be available for structure replacement or rehabilitation and
2. The structure will only be added to the Inventory following replacement, using County Funds.

Upon receipt of this resolution, the above structure(s) will be deleted from inventory.

Vote of Commissioners: Yes - 4 No - 0

Dated at Brookings, SD, this 18th day of January, 2005.

Dennis Falken
Chairman

ATTEST:

Janet K. Willmott
County Auditor

Emergency Management Director, Todd Struwe met with the board to distribute the Report of Personnel Action Notices. Be it noted, Chairperson Falken signed the Report of Personnel Action Notices for Todd Struwe and Teresa Anderson.

Director of Equalization, Joyce Dragseth met with the board to report on upcoming meetings and to update the board on Legislation.

REGULAR BUSINESS

Chairperson Falken read the First Reading of Ordinance # 2005-1; An Ordinance Providing for the Amendment of the 1997 Revised Zoning Ordinance. The Second Reading and Public Hearing are scheduled for Tuesday, January 25, 2005 at 9:00am.

ROUTINE BUSINESS

Treasurer, Vicki Buseth met with the board to discuss and distribute the December 2004 Treasurer's Report and the 2004 Treasurer's Annual Report.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, Register of Deeds statement of fees was filed in the County Auditor's Office collected for the month of December 2004 in the amount of \$18,438.00.

Be it noted, Register of Deeds statement of fees was filed in the County Auditor's Office interest for the year 2004 in the amount of \$65.03.

REGULAR BUSINESS

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, the 2005 Voting Vendor Fair and County Day in Pierre, SD, the NACo Prescription Drug Card Program, and correspondence from the States Attorney.

Be it noted, the Board approved the Personnel Action Notices: Annual Performance Reviews for Josh Bobzien, Brian Franklin, Steve Groon, Darin Haider, Steve Haro, Shawn Hostler, Larry Jensen, Larry Klingbale, Kent Krogh, Deb Piere, Jon Pike, Susan Rufer, Lori Schultz, Scott Sebring, Jean Stoebner, Amber Tekrony, and Steve Tietjen. Promotion: Human Resource Assistant, Stacy Steffensen.

Be it noted, the board acknowledged the increase in State Mileage, Meal and Room Rate Changes.

Motion by Larson, seconded by Santema, to approve and authorize Chairperson Falken to sign Resolution # 05-06. A Resolution Establishing a Policy for Procedures and Standards Relating to County-Owned Information Technology Equipment and Services. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Resolution # 05-06

A Resolution Establishing a Policy for Procedures and Standards Relating to County-Owned Information Technology Equipment and Services

WHEREAS, Brookings County strives to provide and maintain the necessary technology infrastructure in an effort to create an effective, and efficient working environment,

WHEREAS, in providing this infrastructure, Brookings County also realizes the importance of setting procedures and guidelines for its use,

THEREFORE BE IT RESOLVED that the Brookings County Board of Commissioners adopts Policy 2005-1: Information Technology, setting the procedures and standards relating to County-Owned Information Technology Equipment.

Adopted this 18th day of January, 2004.

Dennis Falken, Chairperson
Brookings County Commission

Attest:

Janet Willmott, Auditor
Brookings County

Motion by Santema, seconded by Klavetter, to approve and adopt the Personnel Policy Manual for 2005. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

PUBLIC HEARING

As scheduled, a public hearing was held at 9:30am for two One-Day Special Malt Beverage Retailers' License for the Poinsett Pounders Snowmobile Club for their events, during the Governor's Winter Games at Lake Poinsett, on Saturday, January 22, 2005 and Sunday, January 23, 2005. Chairperson Falken opened the discussion by calling for comments from both proponents and opponents. Human Resource Assistant, Stacy Steffensen updated the board on the license procedure. Robb Loomis, President of Poinsett Pounders Snowmobile Club discussed with the board the general plans of the fundraising for charity event.

Motion by Klavetter, seconded by Larson, to approve and authorize Chairperson Falken to sign the One-Day Special Malt Beverage Retailers' License for Saturday, January 22, 2005 from 4:00pm to 2:00am. Be it noted, the license will be at no-charge. Role Call Vote: Klavetter "Aye," Larson "Aye," Santema "Aye," Falken "Aye." Motion passes.

Motion by Santema, seconded by Klavetter, to approve and authorize Chairperson Falken to sign the One-Day Special Malt Beverage Retailers' License for Sunday, January 23, 2005 from 10:00am to 7:00pm. Be it noted, the license will be at no-charge. Role Call Vote: Larson "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

COMMISSIONER'S OPEN DISCUSSION

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss the Human Resource Office construction and other electrical matters.

Commissioner Falken updated the board on correspondence from SDSU President Miller requesting Chairperson Falken or his designee serve on the SDSU Growth Partnership Research Board. Be it noted, Commissioner Larson will serve on the SDSU Growth Partnership Research Board.

Commissioner Santema reported on the RSVP Board Meeting.

Commissioner Klavetter reported on the Brookings Economic Site Committee Meeting, the BEDC Meeting, and on a call with Wind Energy Concerns.

Commissioner Larson reported on the upcoming Legislation Conference and on a call with Wind Energy Concerns.

Commissioner Falken reported on the Weed Board Meeting, the Activity Center, and on the County Association Insurance Pool Meeting.

ADJOURNMENT

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, January 25, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office